

Accounts Clerk Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounts clerk

- Prepare reports and summaries for supervisors and managers
- Monitor accounts to ensure that payments are up to date
- Total, balance, and reconcile accounts
- Ensure the completeness and accuracy of data on accounts
- Review invoices and statements to ensure that all the information appearing on them is accurate and complete
- Reconcile computer reports with operating reports
- Check figures, postings, and documents to ensure that they are correct, mathematically accurate, and properly coded
- Correct and note errors for accountants
- Multi-task and work under time constraints
- Assist in researching and resolving open payable items, respond promptly and courteously to inquiries regarding the status of invoices and employee reimbursements

Qualifications for accounts clerk

- Maintain files of paid invoices and supporting documentation
- Perform special project as assigned
- Prepare reports as assigned including spreadsheets
- Review payable accounts to ensure that information is properly recorded and records contain appropriate authorization for payment
- Administer and ensure entered items have the correct job codes to pay clients and employees properly
- Check figures, postings, and documents to ensure they are correct, mathematically accurate, and properly coded

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